



Sales and Marketing coordinator

Posted by zorbas bakery and foods ltd.

Posting Date : 14-Mar-2026

Closing Date : 10-Sep-2026

Location : Burnaby

Salary : \$36.60 Per Hour

Job Requirements

- **Education:** College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ4548711

Job Description:

JOB POSTING PENDING REVIEW

sales and marketing coordinator Verified

Posted on January 14, 2026 by [zorbak bakery and foods \(2005\) ltd.](#)

Job details

Burnaby, BC
V5J 4S1

On site

36.60 hourly / 30 hours per week

Permanent employment
Full time

Evening, Shift, Morning, Day, Overtime available

Starts as soon as possible

Benefits: [Health benefits](#)

1 vacancy

Job Bank #3484993

Overview

Languages

English

Education

College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Develop communication strategies

Prepare written material such as reports, briefs, website content

Provide consultation on planning and starting of new businesses.

Publicize activities, workshops, meetings and other events for fundraising or information purposes

Supervise staff

Administer programs to promote industrial and commercial business investment in rural and urban areas

Perform administrative tasks

Plan development projects

Recruit and hire staff

Develop social and economic profiles of an area to encourage industrial and commercial investment

Prepare reports, research papers, educational texts or articles

Advise clients on advertising or sales promotion strategies

Conduct analytical marketing studies

Review and evaluate commercial or industrial development proposals

Design market research questionnaires

Develop portfolio of marketing materials

Evaluate customer service and store environments

Conduct online marketing, E-commerce and Website promotions

Develop marketing strategies

Ensure appropriate business/commercial licenses are in place

Develop and implement business plans

Supervise office and volunteer staff

Supervision

1 to 2 people

Additional information

Personal suitability

Client focus

Efficient interpersonal skills
Excellent oral communication
Excellent written communication
Flexibility
Organized
Reliability
Integrity

Benefits

Health benefits

Dental plan
Disability benefits
Health care plan

Who can apply for this job?

You can apply if you are:

- a Canadian citizen
- a permanent resident of Canada
- a temporary resident of Canada with a valid work permit

Do not apply if you are not authorized to work in Canada. The employer will not respond to

How to apply

Direct Apply

By Direct Apply

- [Additional ways to apply](#)

By email

foodszorbas@gmail.com

What you must include in your application:

- Answers to the following screening questions:
 - Are you authorized to work in Canada?
 - Are you willing to relocate for this position?
 - Do you have experience working in this field?

Advertised until

2026-03-28

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: foodszorbas@gmail.com

Posted On Aboriginaljobsincanada.Com